



# K A N S A S

RODERICK L. BREMBY, SECRETARY

KATHLEEN SEBELIUS, GOVERNOR

DEPARTMENT OF HEALTH AND ENVIRONMENT

## Observe, Document and Report: Help Fight Terrorism

People are often hesitant to contact law enforcement when they see something they think is suspicious. However, law enforcement officers will readily check out reports of suspicious activity, and are encouraging people to “Observe, Document, and Report” suspicious activity – not only to fight crime, but also to help prevent possible terrorism.

**Observe** - Be on the lookout for people doing things that might be terrorism-related. Some examples include:

- Making detailed observations of a building or other structure, especially for long periods of time. This can include taking notes and photographs; recording or monitoring activities; drawing diagrams; making notes on maps; or using binoculars or telescopes.
- Possessing floor plans or blueprints; law enforcement, military or security uniforms; ID badges; explosives; weapons; or chemicals; especially in large amounts.
- At your place of employment, people asking questions about schedules and types of deliveries; security and operations; or “accidentally” walking or driving into restricted areas (possibly to test security).
- Other unusual behavior such as heavy traffic at a residence at odd hours; people leaving packages or bags in a public place; people wearing unusually heavy or bulky clothing; or someone parking in a restricted area such as a fire lane.

**Document** - If you see something suspicious, document it. Write down descriptions of people and vehicles. You should carry a pen and a small notebook in your vehicle for this purpose.

- ***People:*** When writing down things about people, you also should make a note of what they were doing, especially the behavior that drew your attention. You should also write down a description of the person(s) you observed, including their race or ethnicity, their gender, approximate age, their skin complexion and hair color, approximate height and weight, and the color and type of their clothing.
- ***Vehicles:*** You can use the acronym “C.Y.M.B.A.L.” to remember what to write down about a vehicle. “C.Y.M.B.A.L.” stands for: **C**olor, **Y**ear, **M**ake, **B**ody **A**nd **L**icense number.

**Report** - Promptly notify the police or sheriff’s department dispatcher. Do not call 911 unless it is an emergency. Remember that what may seem inconsequential may prove to be an important clue in an investigation that might already be taking place. Follow your intuition.

DIVISION OF HEALTH  
CENTER FOR PUBLIC HEALTH PREPAREDNESS  
CURTIS STATE OFFICE BUILDING, 1000 SW JACKSON ST., STE. 330, TOPEKA, KS 66612  
Voice 785-296-8605 Fax 785-296-2625 <http://www.ksprepared.org>  
Disease Reporting & Public Health Emergencies:  
Toll Free Phone 1-877-427-7317 Toll Free FAX 1-877-427-7318